

**APPROVED**  
**MINUTES**  
**NORTHWEST PROGRESSO – FLAGLER HEIGHTS**  
**REDEVELOPMENT ADVISORY BOARD**  
**FORT LAUDERDALE**  
**100 NORTH ANDREWS AVENUE**  
**8<sup>th</sup> FLOOR CONFERENCE ROOM**  
**AUGUST 26, 2015 – 4:00 P.M.**

**Cumulative Attendance**  
**May 2015 - April 2016**

<b><u>Members Present</u></b>	<b><u>Attendance</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Steve Lucas, Chair	P	4	0
Ella Phillips, Vice Chair	P	4	0
Jessie Adderley (arr. 3:42)	P	3	1
Leann Barber	P	3	0
Sonya Burrows	P	4	0
Ron Centamore	P	3	1
Alan Gabriel	A	2	2
Camille Hansen	P	3	1
Mickey Hinton	P	2	2
John Hooper	A	2	2
Dylan Lagi	A	3	1
Jacqueline Reed (arr. 3:48)	P	1	0
Scott Strawbridge	P	4	0
John Wilkes	P	4	0

Currently there are 14 appointed members to the Board, which means 8 would constitute a quorum.

It was noted that a quorum was present at the meeting.

**Staff**

Bob Wojcik, Planner III  
Jeremy Earle, Deputy Director, Department of Sustainable Development  
Sandra Doughlin, DSD/ELR  
Antionette Butler, Engineering Department  
Elizabeth Van Zandt, Department of Transportation and Mobility  
Vanessa Martin, Financial Analyst  
Lisa Edmondson, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

**Motion** made by Mr. Strawbridge, seconded by Ms. Burrows, to request that the City Commission act to fast-track the procurement process to select a consultant to assist with the CRA Redevelopment Plan modification in order to start this process as soon as

possible, with a focus on quality and reputation when making this selection. In a voice vote, the **motion** passed unanimously.

**I. Call to Order / Roll Call**

Chair Lucas called the meeting to order at 3:31 p.m. Roll was called and it was noted a quorum was present.

**II. Approval of Minutes from July 22, 2015 Meeting**

**Motion** made by Mr. Wilkes, seconded by Ms. Hansen, to approve [as amended].

Mr. Wilkes requested that his reference to the expansion of the Wave Modern Streetcar route be further clarified: he was referring to the expansion from Andrews Avenue to the Sistrunk Corridor.

In a voice vote, the **motion** passed unanimously.

Chair Lucas introduced Elizabeth Van Zandt of the Department of Transportation and Mobility, who explained that a team from this Department is partnering with County sources on a feasibility study for the possible extension of the Wave to Sunrise Boulevard and Broward Boulevard as well as the Sistrunk Corridor. The results of this study will be presented to the Board in November. Ms. Van Zandt noted that the study will consider how the density of this area affects the ridership model for this proposed extension, as well as next steps for the City and the CRA if they decide to proceed. Partners include the Florida Department of Transportation (FDOT) and the South Florida Regional Transportation Authority (SFRTA) as well as Broward County.

The Board discussed the boundaries of the study, with Ms. Van Zandt clarifying that the study will extend as far as 27<sup>th</sup> Avenue in order to connect to the African-American Research Library and Cultural Center. She explained that the original scope of the study included a budget of \$300,000; however, after the City partnered with the Broward Metropolitan Planning Organization (MPO) to procure a consultant, the cost of this study came in at a significantly lower rate of \$197,000, which allowed for the study area to be extended.

Mr. Strawbridge recalled that when the study was first presented to the Board, it had considered the feasibility of expanding the Wave from Andrews Avenue west to 27<sup>th</sup> Avenue. He requested clarification of when this area had been changed to include Broward and Sunrise Boulevards. Ms. Van Zandt reported that the scope of the feasibility study has consistently included extension to 27<sup>th</sup> Avenue.

Ms. Van Zandt continued that the original Wave project has entered its final design phase, with the exception of the northern loop, which was added at a later time and is

approximately 30% complete. A construction bid package is anticipated by March or April 2016. Utility relocation is expected to begin in summer 2016, with rail construction to follow. Phase II of the project, which is currently led by FDOT, will extend down 17<sup>th</sup> Street to the Convention Center and down Andrews Avenue to the Fort Lauderdale-Hollywood International Airport. The Federal Transit Administration (FTA) has recently granted permission to begin project development on Phase II, which includes the environmental process as well as preliminary engineering. Ms. Van Zandt estimated that the project is approximately two years behind schedule.

Mr. Strawbridge requested clarification of the project's cost. It was clarified that the Wave's Small Starts grant application was for \$50 million in Federal funds and was included in the 2015 Federal budget; this application has recently been resubmitted with a request for an additional \$10 million. Ms. Van Zandt expressed confidence that the application shows the availability of matching funds to justify the additional Federal investment. It was noted that additional scope items, including system requirements and extended tracks, have been added to the original project as well. It was also clarified that CRA funds have paid for the northern loop extension, which will be activated at the same time as the entire system.

With regard to these funds, it was clarified that the CRA borrowed \$7.5 million to fund the northern loop, with the first payment made in May 2015 for approximately \$14,000 in interest. Ms. Van Zandt concluded that the project team will reach out for community feedback with regard to station design between November 2015 and February 2016.

At this time Chair Lucas introduced new member Jacqueline Reed, who was appointed to the Board by Vice Mayor Robert L. McKinzie. Ms. Reed is a member of the River Gardens community.

Chair Lucas recalled that at the July meeting, he had requested an update on the Progresso Village streetscape enhancement project. Antoinette Butler of the City's Engineering Department advised that this project will go out to bid no later than this week. It is a \$2.7 million project that will be advertised for 30 days, with the lighting portion of the project included as an alternate. This means if lighting cannot be included in the project at present due to lack of funding, the City will seek funding to complete it at a later date. The contract is expected to be awarded at the October 6, 2015 City Commission meeting.

Mr. Wojcik explained that it is unlikely the lighting portion will be included in the project, as construction must be completed by March 31, 2016 in order to remain eligible for \$300,000 in FDOT grant funds. If lighting is not included in the contract, it may be added later on.

Mr. Strawbridge expressed concern with the shortened time frame of the project. Ms. Turner and Ms. Van Zandt confirmed that the non-lighting portion of the project can be

successfully constructed within its time limit, and assured the Board that FDOT funds will not be lost if the City can show progress is being made.

### **III. CRA Redevelopment Plan Modification**

Mr. Earle explained that he wished to clarify some of the issues related to CRA Redevelopment Plan modification, next steps, and the timeline necessary to amend the Plan. He recalled that on June 24, this Board sent a communication to the City Commission in its capacity as CRA Board, advising that they wished to update the CRA Redevelopment Plan. This update is necessary under Florida Statute in order to accomplish some of the projects the Board hopes to complete both at present and in the future.

Mr. Earle advised that following this communication to the City Commission, he had promised to pursue the hiring of a consultant, Redevelopment Management Associates (RMA), to help amend the CRA Redevelopment Plan as expeditiously as possible. The current Plan has not been updated since 2001. An analysis of the document shows that roughly 90% of the projects in the 2001 Plan have been completed. Amendment will include the addition of projects that, while currently underway, may not be included in the current Plan, as well as future projects that the Board feels should be included as well.

Mr. Earle estimated that while it would take approximately one year to fully update the Plan, he plans to begin an expedited 90-day process to bring the Plan into compliance. This means the City Commission would be presented with an amended CRA Redevelopment Plan, including new and existing projects, for approval in December 2015. Immediately afterward, the Board will recommend a full Plan update, including revised market, demographic, and transportation analyses. This will allow the Board to proceed for the next five years without making additional amendments to the Plan.

At the same time as the CRA Redevelopment Plan modification, the Board will also proceed with an amended CRA budget in order to complete both these items within the same time frame. In addition, there will be a single major public meeting on September 23, 2015, at which time the Board and the public will be invited to share their input on the proposed modifications. Options may include the addition of initiatives such as public art, community gardens, special events, and other activities not currently included in the Plan.

Mr. Strawbridge requested further clarification of the timing of the amendment process. Mr. Earle explained that RMA has already begun collecting the necessary market and demographic information necessary to the update, along with evaluation of previous plans and the public input associated with them. They will present this information to the Board and the public on September 23. After hearing public input, they will begin drafting the new Plan. The Board will review this draft in October, with final changes to

be made in November. The revised Plan will then be presented to the City Commission for final approval in December.

Mr. Earle continued that once the list of projects to be added to the CRA Redevelopment Plan is discussed by the public, the list is likely to expand as a result. The discussion of projects to be included will not include costs or a budget. He emphasized the importance of ensuring that all projects comply with State Statute. The 90-day and the longer-term amendment processes may be undertaken concurrently.

Mr. Wilkes asked if the Board may set aside unexpended funds that are not currently allocated in accordance with the Plan. Mr. Earle replied that the budget to be presented to the Board today will allow them to meet the September 30, 2015 deadline with the knowledge that the Plan will be amended in the near future. Items in the budget that are not presently included in the CRA Redevelopment Plan are acceptable as long as no dollars are expended on these items between October 1 and the upcoming Plan amendment in December.

Mr. Strawbridge commented that the procurement process may slow the amendment process, and asked if it may be possible to select a consultant based on the best possible option rather than the lowest bid. Mr. Earle advised that the City Commission may waive bidding requirements if they choose; if the Board wishes to expedite the process, he suggested that they send a communication to the City Commission requesting this waiver.

Mr. Strawbridge also expressed concern with whether or not actions previously taken by the Board are in accordance with Statute, and added that in order to proceed with the amendment process, the Board needs more statistical information on what the CRA has achieved in the past 14 years and how much money has been spent on those achievements. He also stated the concern that holding only one community meeting to solicit public input may be a disservice to the community and is not sufficiently transparent to build trust.

Mr. Earle stated that the intent is to expedite Phase II of the amendment process, and again suggested that a communication to the City Commission could be helpful in this regard.

**Motion** made by Mr. Strawbridge, seconded by Ms. Burrows, to communicate to the City Commission that they use whatever lawful efforts they can to fast-track the procurement [process] through whatever means they can come up with so the Board can get [the process] started as soon as possible, with an eye on quality and reputation in terms of who they select.

Mr. Wilkes requested clarification that the **motion** addresses the long-term amendment process and not the short-term 90-day process. Mr. Earle confirmed this, pointing out

that the short-term process has already begun. RMA's first deliverable is the amended Plan, which will be presented to the City Commission in December. If they are selected as the consultant to assist with Phase II, it could shorten the process. Mr. Earle expressed confidence in RMA's ability to meet the CRA's needs, noting that this consultant has significant experience in working with CRAs.

Vice Chair Phillips addressed the importance of involving the community in the amendment process. Mr. Earle stated that he is committed to working with the Public Information Office and other City Departments in order to communicate the Board's work to the community.

In a voice vote, the **motion** passed unanimously.

#### **IV. Market and Feasibility Study / Retail Strategies**

Mr. Earle advised that the CRA Redevelopment Plan includes finding ways to increase employment and business opportunities within the CRA, particularly along the Sistrunk Corridor, including the Flagler Village area. The Urban Land Institute's Technical Assistance Panel (ULI TAP) Report specifically addresses the need to bring in a retail company that can help attract other retail to the CRA. Sistrunk Corridor Retail Strategies is a company that has been brought on board to help locate businesses that may wish to relocate to the area. The cost of this market analysis is \$50,000, with the possibility of two \$30,000 extensions.

Mr. Wilkes stated that he did not feel this was a necessary expenditure, as he felt there are knowledgeable individuals within the City who could provide the same information and input on a retail strategy. He added that the CRA already knows what is necessary to attract retailers, including infrastructure and security. He cited the success of Flagler Village as an example, concluding that once the correct elements are in place, retail will follow. He felt a committee consisting of community members could be as helpful as a consultant in this regard.

Mr. Earle pointed out that there have been discussions of retail development along the Sistrunk Corridor for several years, with no results. He emphasized the need to create a vision for this area which includes a restaurant district, as this will attract more retail in turn. He noted that this plan acknowledges the recommendations made by the ULI and recognizes that there may not necessarily be sufficient Staff expertise to undertake this project without a consultant. Mr. Earle concluded that the CRA must take strategic action over the next 10 years, as there will be no more funding after that time.

Chair Lucas recalled that the Board's recent workshop with the City Commission/CRA Board emphasized the importance of density. Mr. Earle pointed out that restaurants do not require density, as individuals are typically willing to drive to them. The consultant's task will be to make this vision of Sistrunk a reality. Mr. Wilkes asserted, however, that it

is not possible to make a community street such as Sistrunk Boulevard into something it is not, as it serves a different market than other parts of the City. Mr. Earle advised that the consultant would be tasked with finding the investors to bring to the area.

Ms. Barber advised that the retail strategy does not address underlying issues, such as the cost burden on residents of the subject neighborhood. She felt the Board should seek to create an infrastructure that will increase these residents' income or decrease their living expenses. Mr. Earle advised that one goal of the CRA is to build the capacity for these improvements by means such as creating a restaurant incubator, which can foster an environment in which residents may train for jobs. The CRA must first develop a specific vision for the area that will produce a desired result.

Ms. Burrows asserted that she supported the proposed retail and restaurant strategy, as it would serve to improve density by bringing more people to the area. She pointed out that the focus on density has prevented the community from seeing other opportunities in the past.

**Motion** made by Ms. Burrows, seconded by Ms. Hansen, to hire the retail strategies consultants as proposed.

Mr. Strawbridge stated that while he agreed with the idea of the study, he felt Mr. Wilkes' point regarding the value of local knowledge was a valid one. He continued that there are too many "top-down" studies presented to the Board by groups from outside the community, particularly when there are members of the community who know what is needed and are willing to share their expertise. He suggested that a better use of \$50,000 might be to hire a local organization or empanel a committee including members of the community. Vice Chair Phillips agreed that working with both the consultant and the community could be a satisfactory compromise.

Ms. Burrows **amended** her **motion** as follows: **motion** to hire the retail strategies consultant on the basis that they would include local expertise in their research.

Mr. Earle advised that while the intent is to build capacity within the CRA, they also plan to make this effort inclusive of the entire City, not only the residents of the Sistrunk community.

In a roll call vote, the **motion** passed 8-2-1 (Chair Lucas and Mr. Wilkes dissenting). [Mr. Hinton abstained. A memorandum of voting conflict is attached to these minutes.]

## **V. NPF CRA Capital and Operating Budget**

Vanessa Martin, Financial Analyst, distributed copies of the proposed budget, explaining that the document lists both revenue sources and expenditures for the Northwest CRA. Personal expenditures are expected to decrease by 6.1%, while

operating expenditures are expected to decrease by 30.9%. There is currently outstanding debt to fund the Wave loop, which may not exceed \$7.8 million, for which special obligation bond funds are collected annually so the debt may be repaid. Operating expenditures are projected to be \$3.3 million. In FY 2017 through FY 2025, revenue is expected to increase annually by 6.2%.

It was clarified that operating expenses include day-to-day operations as well as budgeted events. It was also clarified that once the budget is amended at a later date, the Board may then add funds for projects such as the ambassador program or the Sun Trolley, which are presently not allowed under the Plan. When the Plan is amended and these items are added to the budget, funds may be reallocated to them at that time.

It was also noted that fund transfers to other City Departments for personnel costs, such as the Building or Engineering Departments, are allowable under Statute as cost allocations. These are used when other Departments work for the CRA on projects. Mr. Strawbridge pointed out that although these costs were budgeted the previous year, the Board has not seen an accounting of the work these Departments did for the CRA. He concluded that the Board should be aware of whether or not they have committed any violations in administering CRA funds, and requested greater detail in order to ensure the process is transparent.

Mr. Centamore asked if these fund transfers to other Departments are spent as a lump sum to those Departments, or if amounts are subtracted from the operating budget as jobs are completed. Ms. Martin replied that these salary allocations are broken down by the percentage of work done for the CRA by Staff within these Departments. Transfers are made as the work is done. Mr. Centamore requested that the Board see a breakdown of operating budget allocations from the previous year in comparison to the funds actually spent.

No motion was made to approve the Capital and Operating Budget at this time.

Mr. Earle pointed out that a budget must be approved by September 30, 2015, under Florida Statute. He emphasized that any budget approved will be subject to review and amendment during the CRA Redevelopment Plan amendment process. It was suggested that the Board schedule a special meeting for further discussion of the budget.

## **VI. Communication to CRA Board**

This communication was made under Item IV.

## **VII. Old / New Business**

None.



### **VIII. Adjournment**

There being no further business to come before the Board at this time, the meeting was adjourned at 5:36 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]